

## SIGNS AND OUTDOOR ADVERTISING

### PERMIT APPLICATION



Please refer to **Section 16-242** in the **Town of Buena Vista Municipal Code** for regulations pertaining to signs and outdoor advertising. The Code is on line at [www.buenavistaco.gov](http://www.buenavistaco.gov) or copies of the Sign Code sections can be obtained at Town Hall at 210 E. Main Street, Buena Vista.

Date of Application: \_\_\_\_\_

Business Name: \_\_\_\_\_ Business Phone Number: \_\_\_\_\_

Business Address: \_\_\_\_\_

Location for Proposed Sign(s): \_\_\_\_\_

Business Owner Name: \_\_\_\_\_ Business Owner Phone Number: \_\_\_\_\_

Is this a home occupation? (Note: Different size requirements apply) Yes \_\_\_\_\_ No \_\_\_\_\_

Email Address: \_\_\_\_\_

Please use the following check list to be sure your application is complete:

- ☐ Site Plan attached
- ☐ Description of sign (or signs) including type, size, structural design, and construction materials attached
- ☐ Drawing or Photograph of the proposed sign with specifications indicating height, perimeter, area of sign and/or area of copy, dimensions, type of lettering proposed, means of support, method of illumination and any other significant characteristics.
- ☐ Any other information requested by the Administrator or his/her designee in order to carry out the purpose of these regulations.
- ☐ The required sign permit fee as established by resolution of the town:
  - Off-Premise signs \$25
  - On-Premise signs \$50

Please use the following lists as a guide for drawings or photographs:

**For Wall Signs:** (A sign painted on or attached to an exterior wall of a building or other structure and which is mounted parallel to the surface so that only one side is visible to the public.)

- ☐ Exact location of sign on the building wall, (including identification of which wall).
- ☐ Sign dimensions and total square footage.
- ☐ Type of material used to construct; style of lettering material used to create lettering.
- ☐ Type of illumination, if any.
- ☐ Height of the top and bottom of the sign in relation to ground.
- ☐ Method of attachment.

**For Projecting Signs:** (A sign which is supported by an exterior wall of a building or other structure and which is constructed and displayed perpendicular to the face of the building or other structure so that both sides of the sign are visible. A projecting sign extends out from the building.)

- ☐ Location of projecting sign in relation to building.
- ☐ Sign dimensions and total square footage.
- ☐ Type of material used to construct; style of lettering material used to create lettering.
- ☐ Type of illumination, if any.
- ☐ Distance of top and bottom of sign from ground.
- ☐ Distance of maximum projection from building.
- ☐ Method of attachment to building.
- ☐ Insurance Certificate naming Town as additional insured. (Only if sign extends over town property or right of way.)

**For Freestanding Signs:** (A sign permanently anchored directly to the ground or supported by one or more posts, columns, or other vertical structures or supports, and not attached to or dependent for support from any building.)

- ☐ Site plan sketch defining the location of sign on the property including distance from building and distance from property line.
- ☐ Sign dimensions and total square footage.
- ☐ Type of material used to construct; style of lettering material used to create lettering.
- ☐ Type of illumination, if any.
- ☐ Height of top and bottom of sign above ground.

**For Off Premise Signs:** (A sign that advertises a business, commodity, service or entertainment not related to the premises where the sign is located.)

- ☐ Site plan sketch describing the location of the sign on the site.
- ☐ Location of sign.
- ☐ Sign dimensions and total square footage.
- ☐ Type of material used to construct; style of lettering material used to create lettering.
- ☐ Type of illumination, if any.
- ☐ Height of top of sign above ground.
- ☐ Distance of bottom of sign to ground.

☐ Letter of permission from property owner (Letter from tenant of a property is not permissible)

**Please note that the Town is not able to approve signs in Colorado Department of Transportation (CDOT) right away without an approved CDOT permit.**

Is a sign proposed to be located in the right of way of a CDOT maintained highway? Yes \_\_\_\_ No \_\_\_\_

If so, has a CDOT permit been obtained? Yes \_\_\_\_ No \_\_\_\_ (attach copy)

By signing below, I acknowledge I have received, read and agree to comply with **Section 16-242** of the **Buena Vista Municipal Code** (Updated November 1, 2009) pertaining to signs and outdoor advertising.

**Applicant Comments/Concerns:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Applicant Signature (required before application can be processed.)      Date**

**Application fee must be submitted with this application in order for the review process to proceed.**

Town of Buena Vista Use Only

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Payment Received (\$50 Sign permit fee/\$25 Off-Premise permit fee):

\_\_\_\_\_ \$50 for Regular Sign Permit. \_\_\_\_\_ \$25 for Off-Premise Sign Permit (per location.)

Cash \_\_\_\_ Check # \_\_\_\_ Date: \_\_\_\_\_ Received by: \_\_\_\_\_

Certificate of Insurance (if applicable): Date: \_\_\_\_\_ Received by: \_\_\_\_\_

Property Zone: \_\_\_\_\_ Business License Permit Number \_\_\_\_\_

Application Received by:

_____	_____	Forwarded to Planning Dept _____
<b>Town Hall</b>	<b>Date</b>	<b>for Review      Date</b>

Staff Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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(Town Use Only)

Application Received by:

\_\_\_\_\_ Forwarded to Town Administrator \_\_\_\_\_  
**Planning Dept**                      **Date**                      **Date**

Planning Staff Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Application Approved by:

\_\_\_\_\_  
**Town Administrator or Designee**                      **Date**

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Permit response mailed to applicant: \_\_\_\_\_ by \_\_\_\_\_  
**Date**                      **Name and Title**